

Invitation to Qualify (ITQ)
How to Submit an ITQ Proposal

To submit a proposal, a supplier must be registered with the Commonwealth of Pennsylvania. If you are not a registered supplier, you may register at the PA Supplier Portal by going to the following link, www.pasupplierportal.state.pa.us. If required, the Supplier Service Center at that website provides a Supplier Registration Guide and other pertinent information to assist with the registration process.

The PA Supplier Portal is a secure website. The PA Supplier Portal certified browsers are Internet Explorer 6.0 through 8.0. Other products may work; however, full functionality cannot be assured. Caution: DO NOT use the Browser's navigation buttons at any point in the application.

Steps of the PA Supplier Portal

- At www.pasupplierportal.state.pa.us, logon (upper right corner of the screen)

- Select Bidder Tab

- Select Enterprise Applications

- Select ITQ Proposal Administration

- Click on Proposal

- Click on "Create New"

- Search and Click on "View" of ITQ for "Fuels, Tank Wagon Delivery" from the List of Contracts

- **View ITQ** - In order to select this ITQ contract you must first review Parts I-IV by scrolling to the bottom of the page. At the bottom of the page check the box to acknowledge you have reviewed them. The screen will refresh and then click on the SELECT THIS ITQ button to begin developing a proposal; completing the following steps in order to become a qualified contractor.
- **Proposal Contact Information**
Supplier Profile – Supplier must complete the “COSTARS Program Election to Participate” Form. This form is located at Section III, entitled “COSTARS Designation”.
- **Service Categories** –
 - Select the county/counties that you intend to service
 - Select the fuel type/types that you intend to offer
- **Additional Required Documentation** - Suppliers must complete and submit/upload the additional required documentation as stated in Part II, Bid Requirements for their bid to be considered as complete and responsive. These documents are:
 - State of Manufacturer Chart
 - Liquid Fuel Permit Number Letter
 - “COSTARS Program Election to Participate” Form
- **Pre-Submission Audit** - Review all sections to ensure “complete’ has been captured in all columns. Click on the small instruction box on the left and the “Submit Proposal” button will appear. Click on this button when you are ready to submit your proposal.

Should you require assistance, please contact Jack Banks at (717) 787-6586 or e-mail jbanks@pa.gov